UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

FROM THE DIRECTOR
U.S. CENSUS BUREAU

The Census Bureau is conducting the 2000 Boundary and Annexation Survey (BAS) to update the information about the legal boundaries, names, governmental status, and types of municipalities in the United States. This voluntary survey is your opportunity to ensure that we have the correct boundary and name for your government when we present the data from Census 2000.

It is important that you report only changes that take effect on or before January 1, 2000. Census 2000 will use the boundaries that are legally in effect on January 1, 2000.

We have enclosed a map(s) that shows the corporate name and boundary of your municipality reported to us at the time of incorporation. We request that you review the entire boundary of your municipality on the map(s). If the map(s) does not show the boundary as it legally exists on January 1, 2000, please mark the correct boundary on the map(s) using the enclosed red pencil, and show the reason for the change(s) on the enclosed Form BAS-4. If your municipality has added territory that extends beyond the coverage of the enclosed map(s), please write or telephone the Census Bureau at the address or telephone number shown on the back. On the enclosed Form BAS-4, please show the legal date of the incorporation and provide an estimate of the area (square miles or acres) and the number of housing units in the municipality at the time of incorporation. Then complete the statement shown in the margin of the map(s) and on Form BAS-4.

A very important part of this survey is to obtain accurate information about the addresses located near the legal boundary of your government. We ask that you review and update the address information using the purple pencil. Incorrect address information can affect the Census 2000 data tabulations for your government. We request that you provide new address information with every boundary change you show on the maps and that you include this information in your initial response to the boundary portion of the survey. If your jurisdiction does not have any house-number/street-name addresses used for mail delivery, or if such addresses do not exist in the vicinity of your boundary, you may ignore this part of this request.

Please return both the signed map(s) and the completed form. Additional information describing how to update the map(s) is shown in the "2000 BAS-Guide" insert. We are enclosing a return envelope and label for your convenience. We would appreciate receiving your reply within 15 days after you receive this letter.

To ensure that the Census Bureau has processed your response(s) correctly, we will send a new map to you after we process your response. We will mail this map to the highest elected official of your government as part of our Boundary Validation Program. This will give your government a final opportunity to review the BAS information before we tabulate data from Census 2000.

We estimate that most respondents will take from 1 to 4 hours to complete the survey, with an average time being about 3 hours. This includes the time you will need to read the instructions, assemble materials, organize and review the information, update the map(s), and report the information on the BAS forms. base our estimate on 80 percent of all areas having few or no changes.
If you have comments regarding these estimates or any other aspect of the survey, please send them to: Associate Director for Finance and Administration, Paperwork Reduction Project 0607-0151, Room 3104, Federal Building 3, Bureau of the Census, Washington, DC 20233-1500. This voluntary survey is authorized by Title 13, United States Code.

If you need help with this request, please write or telephone our staff at the address or telephone number shown below. The Census Bureau is grateful to you for your help.

Sincerely,

Kenneth Prewitt

Enclosures

For further information, please write or telephone	▶	Bureau of the Census ATTN: Geography Branch 1201 East 10th Street Jeffersonville, IN 47132-0001 TELEPHONE: 1-800-972-5651

FORM BAS-4L-M (2000)